

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **TOWN BOOKKEEPER**

Jurisdictional Class: **Competitive, full-time; Non-Competitive, part-time in Towns under 5,000 pop.**
Date Adopted: **Feb. 17, 1999**
Date Revised: **7/5/01**
Jurisdictions: **Towns**
Pay Grade: **varies with jurisdiction**

DISTINGUISHING FEATURES OF THE CLASS: A town bookkeeper is a confidential position to the town supervisor; incumbent maintains financial accounts and records of a town. The work requires compliance with a variety of laws and regulations. A town bookkeeper usually works under general supervision of the town supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares financial reports and payrolls;
Posts entries to journal or ledger from expense, invoice, receipts, vouchers and other original entry media;
Indexes and files requisitions, vouchers, and other materials;
Verifies and reconciles account balances;
Reviews and checks accounts and reports for accuracy and completeness;
May help in the preparation of budget;
Operates computing, calculating and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge keeping financial accounts and records, and of office terminology, procedures and equipment; ability to understand and follow oral and written instructions, to make arithmetic computations rapidly and accurately and to write legibly; clerical aptitude, mental alertness, neatness and accuracy.

MINIMUM QUALIFICATIONS: None